

# School Site

## Data Collection Form

### California High School Exit Examination (CAHSEE) 2002 – 2003

(INSTRUCTIONS ON BACK OF FORM)

#### Section I

School Name:	CAHSEE School Site Coordinator:	Telephone:							
School Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									

Promptly following each administration, every school and charter school containing grades 10 through 12 must report to their CAHSEE District Coordinator the number of examinations administered. **This report is due to the CAHSEE District Coordinator within 5 business days of completion of each administration in every school district and independent charter school containing grades 10 through 12.** Return the completed form to your CAHSEE District Coordinator. Please keep a copy for your records.

The Education Code, sections 60850, 60851, 60852, 60853, 60855, and 60856 (Senate Bill 2, Chapter 1 of the Statutes of 1999), requires, among other provisions, the development of the CAHSEE and the administration of the CAHSEE in each public school and state special school that provides instruction in grades 10, 11, and 12.

#### Section II

A separate form must be submitted for each administration. Check only one box in this Section. Specify the administration for which this form is being used by placing an "X" in the appropriate box.

- |  |  |
|--|--|
| <input type="checkbox"/> Administration – July 23, 24, and 25, 2002<br><input type="checkbox"/> Administration – November 5, 6, and 7, 2002<br><input type="checkbox"/> Administration – March 4, 5, and 6, 2003 | <input type="checkbox"/> Administration – September 17, 18, and 19, 2002<br><input type="checkbox"/> Administration – January 14, 15, and 16, 2003<br><input type="checkbox"/> Administration – May 13, 14, and 15, 2003 |
|--|--|

#### Section III

Categories	Grade 10	*Grade 11	*Grade 12	*Post Grade 12	**Adult Student	Total
Number of students tested in one or both portions of the CAHSEE						

\* One who is enrolled in a California public school in grades 11 or 12 who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

\*\* A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

#### Section IV

<b>CERTIFICATION:</b> I certify that the information provided on this form is complete and accurate. Additionally, I certify that the school shall maintain all related records and make them available for audit purposes.	
Printed Name of the School Principal:	
Signature of the School Principal:	Date:
Printed Name of CAHSEE Test Site Coordinator:	
Signature of the CAHSEE Test Site Coordinator:	Date:

**Please return the completed form to your CAHSEE District Coordinator.** Do not submit this form to the California Department of Education (CDE). Your CAHSEE District Coordinator is to combine all school information and submit a single report for your district to the CDE.

**Instructions for Completion of the  
School Site Data Collection Form  
California High School Exit Examination (CAHSEE)  
2002 - 2003**

Each school and charter school with grades 10 through 12 must complete one report for each California High School Exit Examination (CAHSEE) administration. The school must **submit this report to their CAHSEE District Coordinator** no later than 5 business days after the end of each administration. Do not submit this form to the California Department of Education.

Type or use black or blue pen only to complete this report.

**Section I**

Provide the requested information noted for each box. Provide the name of the school, the name and telephone number of the school site CAHSEE coordinator, and the 7-digit school code (listed in the California Public School Directory).

**Section II**

There are multiple administrations. For example, one administration is the testing window of July 23, 24, and 25, 2002, not the subjects tested. A separate form must be submitted for each administration (not per subject tested). Check only one box in this Section. Place an "X" in the appropriate box to indicate the administration used in the report of the information. Future administrations will be approved by the State Superintendent of Public Instruction.

**Section III**

Provide the number of \*pupils by grade tested and the number of \*\*adult students tested in one or both portions (English-language arts and mathematics) of the CAHSEE. Each pupil/adult student is only counted once, regardless of whether the pupil took one or both portions of the CAHSEE. Sum the numbers and enter the total amount.

Example: School X tested 30 pupils in Mathematics only, 10 pupils in English-language arts only, and 27 pupils in both subjects. School X would report 67 pupils in total.

- \* Pupil: One who is enrolled in a California public school in grades 11 or 12 who has not passed either the English-language arts section or the mathematics section of the CAHSEE.
- \*\* Adult Student: A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

**Section IV**

Print or type the name of the School Principal in the appropriate box. Print or type the name of the CAHSEE Test Site Coordinator in the appropriate box. The School Principal and CAHSEE Test Site Coordinator must sign in the appropriate box to certify that the information provided on this form is complete and accurate, and that the school shall maintain all related records and make them available for audit purposes. Be sure that each person also dates this document next to his or her name.

If you have any questions regarding the completion of this report, contact Dana Herron, Standards and Assessment Division, California Department of Education, at (916) 319-0348.